

**Topsfield Finance Committee
Minutes to the Meetings
September 14, 2009**

I. **Call to Order:** Trudi Perry, the senior member of the Committee in service, called the meeting to order at 7:00 p.m. with Heidi Bond, Paul Dierze, Kathy Hartmann, Stephen Lais, Holger Luther and Mark Lyons present. Town Administrator Virginia Wilder, Elementary School Committee Member Jeanine Cunniff, Masconomet School Committee Member Ken Vogel, and Selectman/Masconomet School Committee Laura Powers were also present. Selectman Richard Gandt joined the meeting at 7:10 p.m.

II. **FY 2010 Finance Committee Reorganization:** A motion was made by Heidi Bond to nominate Mark Lyons as Chair of the Finance Committee, seconded by Holger Luther, voted in favor 7-0. A motion was made by Holger Luther to nominate Paul Dierze as Vice Chair of the Finance Committee, seconded by Trudi Perry, voted in favor 7-0. A motion was made by Holger Luther to nominate Heidi Bond as Clerk of the Finance Committee, seconded by Steve Lais, voted in favor 7-0.

III. **Other Finance Committee Reorganization:** The members verified the accuracy of their contact information on the Committee member list, received a copy of the Open Meeting Law, and signed related form. Changes to the Public Records and Open Meeting Laws, effective July 1, 2010 were discussed. The Committee agreed to work within the spirit of the new laws this Fiscal Year, though they are not yet actually effective. The Committee's email will be monitored by Erica Clay. Erica and Mark Lyons will work to develop the website and utilize it to provide timely information to residents. Virginia Wilder will inform the Committee when training sessions on Town Website use are scheduled. Paul Dierze will continue to work on the Town Reserve and Capital Policies Development. Member liaison responsibilities were assigned.

IV. **Minutes:** A motion was made by Holger Luther to accept the 06/29/09 minutes as amended, seconded by Steve Lais, voted in favor 7-0.

V. **Warrant Timeline for FY 2011 Budget and Guidelines:** The Warrant Timetable for the FY 2011 Budget was distributed and the process of developing guidelines was discussed.

VI. **Post Town Meeting Revised Model:** The members discussed the final FY 2010 Budget. The model will be posted on the Town Website.

VII. **Masconomet FY 2010 Budget Recertification:** Members were informed that Masconomet intends to recertify its budget to adjust for a decline in state aid.

VIII. **Upcoming Meetings:** The Committee scheduled meetings for October 19th, November 2nd, and November 16th.

IX. **Adjourn:** A motion was made by Holger Luther to adjourn at 8:20 p.m., seconded by Steve Lais, voted in favor 7-0.

Respectfully submitted,

Erica Clay